



***EEOICPA BULLETIN No. 2004.05***  
***Office of Worker Advocacy Procedure Manual***  
***Energy Employees Occupational Illness Compensation Program Act***

Effective Date: March 2, 2004

Originator: Josh Silverman, Program Manager      Approved by: Tom Rollow, Director, OWA

Subject: Privacy Act Editor Definition of Role and Responsibilities

Applicable OWA Procedure: Part 5, Case Management; Item 2, Roles and Responsibilities

***This Bulletin will remain in effect until incorporated into the OWA Procedure Manual.***

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***Description of Change:***

This Bulletin describes the duties and responsibilities of the new role of Privacy Act Editor (PAE).

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***Reasons for Change:***

To define the Privacy Act Editor role.

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***Definitions:***

PAE – Privacy Act Editor

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***Action:***

To Part 5, Case Management; Section 2, Case Management Roles and Responsibilities, add item c, Privacy Act Editor and the definition of the PAE.

c. Privacy Act Editor (PAE) provides redaction services to ensure OWA compliance with Privacy Act restrictions. The PAE will be given case files for redaction immediately after all employer notification letters have been sent. During the 15-day window when the CMT is monitoring the receipt of additional employer related data, the PAE will redact all Privacy Act protected data from the case file and all documents contained therein.

To carry out the redaction process, the PAE does the following:

- Examines each page of the case file to determine if any information is included concerning any individual other than the covered contractor employee.
- Specifically searches for names, Social Security numbers, employee identification or badge numbers, clearances, or other means of identifying other individuals.
- Marks over the hardcopy case file to make it unreadable.
- Signs and dates the Privacy Act cover sheet (see exhibit), appends it to the case file, and makes an entry into CMS to indicate that the redaction process has been completed.

**Note:** A case file cannot be sent to the applicant until the redaction process is complete.

- Redacts additional documentation subsequently received from the applicant or employer after the first redaction process.

**EXHIBIT**

**PRIVACY ACT INFORMATION**

**INFORMATION ON PERSONNEL OTHER THAN THE EMPLOYEE  
REFERENCED IN THIS APPLICATION HAS BEEN REDACTED (REMOVED)  
BY THE DEPARTMENT OF ENERGY OFFICE OF WORKER ADVOCACY.**

**NO INFORMATION REQUIRED FOR A PHYSICIAN PANEL  
DETERMINATION HAS BEEN REMOVED OR ALTERED.**

**REVIEWED AND REDACTED DATE \_\_\_\_\_**

**BY: \_\_\_\_\_**

**PRIVACY ACT INFORMATION**